



Virtual One Stop (VOS) Bulletin

Prepared by: DES Employment Administration

Effective Date: June 29, 2004

Bulletin Number: #04-04

SUBJECT: Individual Fund Tracking (IFT) Basic Services Module

BACKGROUND

Individual Fund Tracking (IFT) Basic Services is a financial tracking module integrated into the version of VOS (6.0) purchased by the state in 2003. This module is designed to provide each VOS user with tracking of WIA funds obligated to training providers via Individual Training Accounts (ITAs). During the course of VOS training sessions, User Group meetings, and other discussions among Employment Administration and local area staff over the past few months, IFT Basic's functionality received limited review. Although the module offers certain provider and financial management capabilities, there was consensus that the Basic module may not provide the spectrum of financial management functions needed in every LWIA.

The City of Phoenix (COP) will be converting to the VOS system from its current WIA client tracking system as of July 1, 2004. COP management has requested that their staff be given access to IFT Basic at that time. The Employment Administration (EA) will engage IFT Basic as the COP has requested, and develop a mutually acceptable plan to monitor use of the module. Given the scope of the City's WIA activities, engaging the Basic module affords the EA a unique opportunity to more fully assess the Basic module's capabilities. This "pilot project" with the City will also help to determine what system enhancements may be necessary to fulfill both federal financial tracking/reporting requirements, as well as requirements specific to other LWIAs. Assessment reports concerning the COP project will be communicated regularly to LWIAs, to facilitate their decisions to engage IFT Basic individually at a future date.

ACTION REQUIRED

Please distribute this information to all staff responsible for WIA financial management.

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Thank you for your cooperation and efforts.